

Subject: Workplace Safety**For:** EMPLOYEE HANDBOOK
HEALTH AND SAFETY HANDBOOK**Also See:** BT-03025;
ET-03021**Identification**

ET-03140

Policy

**Effective Date
Replaces**

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Page 1 of 3

The Department of Treasury is committed to providing a safe environment for all employees. Employees have the right and responsibility to communicate their concerns about workplace safety to the appropriate authorities.

This Policy requires that all actual or threatened violence by an employee, contractor, customer or visitor be promptly reported, investigated and appropriate measures taken to ensure the personal safety of employees. Employees are required to report any occurrence of violence or threatening behavior that they may witness in the workplace while on official state business, or while engaged in work-related activities. Threatening behavior may or may not include an act of physical violence. However, the Department will presume that any threat made by an employee constitutes a statement of the employee's intent to do harm. Violent threats and/or acts by employees while on State business or engaged in work-related activities will result in immediate disciplinary action up to and including dismissal.

Definitions

Act of Violence	Any intentional, reckless or grossly negligent act that would reasonably be expected to cause physical injury or death to another person. Any threat of violence, whether verbal, written, visual or by gesture, will be presumed to be an expression of intent to do harm.
Explosive	Any bomb, grenade, missile or other dangerous device designed to expand suddenly and release internal energy resulting in an explosion.
Firearm	A weapon from which a dangerous projectile may be expelled by an explosive, gas or air.
State Workplace	Office or building owned or leased by the State in which employees are assigned or work. Includes any State-owned or leased common grounds, vehicles or parking areas used by employees assigned to or working in the office or building. This includes roads, bridges and State-owned land. State workplace also means any place where an employee is assigned to conduct official State business.
Threat of Violence	Any communication or other act that threatens an act of violence and would cause a reasonable person to feel terrorized, threatened or fear physical injury or death to oneself or another person.

Security

Building security measures are an important aspect of providing employees with a safe and secure work environment. Employees shall recognize and adhere to the security measures in place for all Treasury locations. Employees are required to wear picture identification at all times. (See security-related documents in the Employee Handbook and on Treasury's Intranet.)

Firearms and Explosives

An employee shall not carry or possess a firearm or explosive at a State workplace or during actual duty time except as specifically authorized in this Policy and as authorized by law. This Policy covers all department employees' ability to carry or possess firearms or explosives at any State workplace at any time and in any place during actual duty time.

Except when prohibited by law, employees may carry or possess a firearm inside a personal vehicle while the firearm is completely unloaded and enclosed in a case in the vehicle or carried in the trunk of the vehicle. Except as specifically authorized by this Policy, a constitutional or statutory provision that otherwise authorizes an employee to carry or possess a firearm or explosive does not authorize the carrying or possessing of the firearm or explosive during actual duty time or at a State workplace.

Physical Violence and Threatening Behavior

Physical violence or acts of threatening behavior are strictly prohibited. Employees who make threats, commit acts of violence or engage in threatening behavior may be subject to the following:

- Criminal history check
- Weapons ownership check
- Possible search of the employee's work area, desk, car, briefcase, purse, etc.
- Possible suspension during investigation of reported incident
- Disciplinary action up to and including dismissal.

Education and Training

Employee education and training are important aspects in the prevention of violence within the workplace. The Department will continue to provide training on topics that will enable them to effectively deal with circumstances normally encountered on the job. Courses related to promoting positive behavior, conflict resolution, mitigating or defusing potentially violent situations, coping with personal or job-related problems and safety are currently available through Treasury and Department of Civil Service training programs.

Stress Management

It is the specific intent to encourage employees covered by the terms of this Policy to freely and willingly utilize the services of the Employee Services Program (ESP) to assist them in addressing personal and work-related stress situations.

Employees who have been traumatically affected by an act of workplace violence are encouraged to participate in Employee Services Program's (ESP's) Traumatic Incident debriefing. ESP can arrange for specially trained staff to facilitate a confidential and structured group meeting with employees affected by a traumatic incident. (Refer to Bulletin BT-03025 and Policy ET-03021 in the Employee and Supervisor Handbooks.)

Response to an Act of Violence

In circumstances where a major act of violence is occurring, immediate steps must be taken to secure the area and ensure the safety of all persons present. This might include calling the emergency number provided for your location and the building security guard, contacting the division administrator or office/bureau director and notifying the Office of Human Resources (HR).

Employees should take the following steps in the event of an act of workplace violence:

- Remove themselves from any situation where an imminent threat of violence is present and secure their personal safety.
- In case of **immediate danger** of violence, call the emergency number established for your location and/or the security guard. If in the Capitol or Secondary Complex, call the State Central Control at 30190. This number is also listed on the orange DMB Facilities - Emergency Information card. When calling Central Control, give exact location (building, floor and pillar number). As soon as possible, contact HR to report the incident.
- In case of threat or when **no immediate danger** of violence is present, immediately report the incident to your Supervisor or call HR at (517) 373-3172. HR staff will conduct a prompt and thorough investigation upon notification.

Investigations

All employees have a duty to report to their supervisor or other levels of management any act of violence or threatening behavior committed in the workplace while on official State business or while engaged in work-related activities. All employees also have a duty to fully cooperate in any investigation. All reported incidents will be investigated and coordinated with HR.